

July 1, 1999

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

### **SPECIAL EVENT TRAFFIC CONTROL SUPERVISOR**

#### **DEFINITION:**

Under general supervision, to direct the work of the Special Event Traffic Control Section engaged in directing and channeling vehicular and pedestrian traffic at special events; to assist in planning special event traffic control measures; to supervise subordinate traffic controllers; and to perform related work.

#### **\* EXAMPLES OF DUTIES:**

- Develops master work schedules for events to ensure adequate staffing at events;
- Provides information and responds to complaints from the public;
- Participates in special events planning and coordination meetings;
- Develops, schedules and or conducts training for subordinate personnel;
- Prepares traffic control activity reports;
- Interviews and selects new employees;
- Assigns, trains and evaluates the work performance of subordinates;
- Reviews subordinates time cards and other payroll related documents;
- Orders, inventories and maintains equipment;
- May issue citations to illegally parked vehicles;
- May direct traffic at special events.

#### **MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year of experience directing and channeling traffic at special events or enforcing parking control regulations; **OR** one year of experience (1800 hours) as a Special Event Traffic Controller I or II with the City of San Diego. Possession of a valid California Class C Driver's License.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.